

## Valerie J. Wilson, CDP

valeriewilson@essencelearning.net

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*Strategist. Consultant. Workshop Facilitator. Certified Diversity & Inclusion Professional. Leadership Development Strategist. Talent Management. Public Speaker*

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### Personal Profile

Valerie J. Wilson is the founder of Essence Learning, a business solution, focused on building personal, professional and organizational excellence through learning, coaching and strategic planning. Valerie collaborates with her clients to identify solutions that are best suited to develop, grow and maximize their performance.

Valerie is a Certified Diversity and Inclusion Professional, President of the Greater San Antonio Diversity Advisory Board and alumni Board Member of the Texas Diversity Council. As a community leader and D&I consultant, Valerie collaborates closely with the National Diversity Council, Texas-based corporations, Non-profit organizations and Community agencies. Together they build alliances, partnerships and leverage resources to advance the work of diversity and inclusion.

### Skills Summary

- Corporate, Operations, Non-Profit and Community Leader
- Talent Management Professional and Consultant
- Certified Diversity and Inclusion Professional
- Learning and Development Professional
- Trained and Experienced Leadership Coach and Mentor
- Certified Human Resource and Performance Analyst
- Certified Workshop Facilitator
- Instructional Designer & Curriculum Developer
- Leadership Development Strategist
- Employee and Community Engagement Leader
- Master Trainer and Certified Facilitator
- Public Speaker

### Professional Expertise

*Essence Learning, San Antonio*  
**CEO, Founder 2003-Current**

As a public speaker, performance consultant and certified workshop facilitator, Valerie draws from her personal life experiences and over 40 years of leadership to teach, coach and inspire others to develop to their full potential. For over two decades, Valerie has focused on leveraging diversity in the workplace to drive business results through a creative, innovative and highly talented workforce. She helps organizations to foster an inclusive workplace, using a systematic strategy that threads through the organization and includes hiring, coaching, developing and retaining top talent from diverse experiences, ethnicities, genders, abilities and cultures.

### Highlights

- **Leadership Development Program-12-week program** customized for 75 -100 non-profit leaders. Curriculum included blended learning targeted to the different ministries and leadership roles within non-profit and community organizations.
- **Essence Learning Public Workshops-** 2 workshops to offer opportunities for individual and team development
- **Compel Summit Virtual Workshop-**presented at virtual training workshop-Leadership, the Power of Influence. This new method allows the organization to reach leaders in varies sectors of the community and workplace.
- **Presenter at Master Leadership Program-**16-week training session for non-profit board members. Presented at first session, D&I for Non-Profit Leaders
- **Workshop Facilitator-**Crossroads Summit sponsored by Utah Diversity Connections and Utah SHRM Chapter. Course content was certified by the National SHRM Organization for SHRM accreditation.

## Professional Expertise

*Harland Clarke Holdings, San Antonio*

2003-2018

**Executive Director of Talent Management, 2008-2018**

**Diversity and Inclusion Strategist and Council Chairperson, 2008-2018**

**Executive Director, Employee and Community Engagement, 2014-2017**

**Learning & Development Sr. Manager 2003-2008**

As Executive Director of Talent Management and Diversity and Inclusion, Valerie was the senior executive expert and advisor for learning and development and diversity and inclusion strategies. She was responsible for maximizing the workforce effectiveness for close to 10,000 employees across the globe. Valerie, with a team of professionals, effectively executed the business initiatives for performance management, learning and development, diversity and inclusion, employee engagement and community involvement.

### Highlights

- **Leadership Development Academy**-6-month program to develop high potential and emerging leaders to support the enterprise-wide talent development and succession plan at all levels of the organization.
- **Performance Management Process**-revised performance management process and procedures resulted in 98% of company managers completed and conducted performance reviews on time.
- **Enterprise-wide 'Coach the Coach' Curriculum**-90-day blended learning curriculum to equip senior leaders with the knowledge, tools and skills to coach high potential and emerging leaders at all levels of the organizations.
- **Onboarding Leadership Program**-90-day learning plan to enhance the new hire experience, by providing the information, tools, resources and new leaders and their managers.
- **Leadership Development Program**-includes learning plans for leaders at all levels and with differing leadership experience. The program includes a blended learning content with varied learning methods that appeal to the preferences and needs of the participants.
- **Enterprise-wide Employee Development Program** designed to support compliance training, performance improvement plans and talent development for over 10,000 employees.
- **Compliance Training Program**-95% of all employees completed 32 hours of annual compliance training to mitigate risk to employee relations issues and to foster a safe and inclusive workplace.
- **Implementation of Enterprise SAP/SuccessFactors Talent Management System**, project scope included defining system requirements, testing new system, implementing a change management process, training users and administrators on new system, update and communicate changes to company policies and procedures for leaders, users and system administrators. Talent Management System included Performance Management, Learning and Development and Talent Review and Succession Planning. Project required the team to manage the conversion of 3 legacy systems to one system, with consistent policies, practices and processes.
- **Online and virtual learning strategy** for leaders and employees to have access to a learning system which includes over 4,000 learning courses which aligns with the organizations technical skills, leadership competencies and core values.
- **Enterprise-wide Strategy** -set and deployed annual goals and action plan to support the drivers of workplace inclusion and to align with the organizations business objectives.
- **Diversity and Inclusion Council Chairperson**-working council including 60 membership of employees at all levels within the organization. Responsible for championing the diversity and inclusion strategy. Council members serve 3-year terms to ensure a steady influx of new ideas and fresh perspectives.
- **Diversity Demographics Organizational Goals** to attract, develop and retain diverse talent.
- **Diversity and Inclusion Education Program** for employees and leaders. Over 800 senior leaders (98% of senior leaders) completed 32 hours of required D&I training.

## Professional Expertise

*Alliance Data Systems, San Antonio*

1982-2003

**Training and Development Specialist**

**Efficiency Analyst**

**Event and Community Contributor**

**Operations Manager**

Effective leader and operations manager for production and non-production environments. Responsible for quality and efficiency of equipment, systems, workforce, file transmission and customer service. Valerie has proven abilities in analyzing tasks and statistical data to reduce operational expenses, meet budget goals and enhance individual and group efficiency. Skilled instructor, performance consultant, and mentor for supervisors, managers and senior leaders. Public speaker, focused on topics of leadership, self-awareness, and building relationships.

### Highlights

- **Certified Facilitator** -professional training workshops and seminars for senior leaders and non-exempt employees
- **System Administrator-accessible to** web-based and computer-based learning tools for 500 employees
- **Certified Facilitator** for management meetings, focus groups, community groups and cross-functional teams
- **Performance Consultant** for leaders that need training solutions to behavioral, managerial and employee performance problems
- **Workflow Planning**-evaluate and revise workflow, system processes, tasks and procedures to ensure they align with department goals, company values, strategic imperatives, client needs and budget restraints
- **System Analyst**-define system specifications, test new software and manage conversion and installation of new clients
- **People Leader** of production and non-production environments with 25-40 direct reports and 150-200 indirect reports
- **Operations manager**-define department goals, systems, strategies, resources and work structure to drive results and organizational effectiveness
- **Financial Processing** -Bank card processing, financial settlement file transmission and lockbox processing

*Security Savings Federal Credit Union, Cleveland, Ohio*

1975-1979

**Head Teller, 1977-1979**

**Teller and Receptionist, 1975-1977**

Head Teller, responsible for managing a team of 7 tellers and receptionist. Experienced with balancing cash drawers, checks, withdrawals and deposits, reconciling incoming and outbound settlement files and excellent customer service.

## **Education and Certifications**

*San Antonio College, San Antonio, Texas*

**Human Resource Generalist Certification, 2003**

**SHRM Learning System Certification, 2004**

*National Diversity Council*

**Certified Diversity Professional Designation, 2017**

*John C. Maxwell Team*

**Certified Public Speaker Designation, pending March 2019**

*Korn Ferry*

**Appreciating Differences Certified Facilitator, 2009**

*Roosevelt Thomas/SDMS 360*

**Personal Diversity Maturity, 2008**

*TRACOM Group*

**Producing Results with Others Master Certified Instructor, 2006**

*VitalSmarts*

**Crucial Conversations Facilitator Certification, 2006**

*Development Dimensions International*

**Master Trainer Certification, 2009**

**Facilitator Certification, 1992**

*Achieveglobal, Kaset International*

**Training Facilitator Certification, 1992**

*ASTD*

**ROI Certification Program, 2006**

**Analyzing Human Performance Certificate, 2005**

## **Memberships & Affiliations**

*Texas Diversity Council, Houston*

**Board Member, 2010-2018**

*Greater San Antonio Advisory Diversity & Inclusion Board, San Antonio*

**Vice President, 2014-2017**

**President, 2018-2020**

*Business and Professional Women, Texas Southwest Jurisdiction*

**President, 1997-2003, San Antonio**

*Master Leadership Program, San Antonio*

**D&I for Non-Profits Presenter, 2018**

*Utah Diversity Connections, Salt Lake*

**Crossroad Summit Presenter, 2018**

## **Awards and Recognition**

*Texas Diversity Council, Houston*

**Diversity Champion Award, 2017**

*Harland Clarke Holdings*

**Pillar of Excellence Award, 2016**

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